

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 66-30

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Subject:

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ABSENCE AND LEAVE

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1. PURPOSE. This directive is issued for the purpose of publishing specific instructions to Center employees concerning the policy and procedures for requesting leave. It is not the intent to impose an undue hardship on any individual, but instead to establish definite procedures for requesting and granting leave.

2. CANCELLATION. FLETC Directive 66-30, dated July 26, 1979, same subject.

3. REFERENCES

- a. Public Law 93-181 (5 U.S.C. 6304).
- b. Code of Federal Regulations, Part 630.
- c. Federal Personnel Manual, Chapter 630.
- d. Federal Personnel Manual Supplement 990-2, Book 630.
- e. Treasury Personnel Management Bulletin No. 78-8, November 24, 1978, Administrative Leave for Relocation Purposes.
- f. Treasury Personnel Management Bulletin No. 78-9, November 24, 1978, Administrative Leave for the Purpose of Making Blood Donations.
- g. FLETC Directive No. 66-00, General Policies Concerning Employee Time and Attendance.

4. POLICY AND PROCEDURES. The following applies to all personnel requesting leave:

a. Charges for Leave. Leave is approved and charged in full hour increments only. Fractions of hours may not be accumulated during the day, or from day to day, for the purpose of combining them into hour increments.

b. Annual Leave.

(1) Annual Leave is a privilege afforded by law. It must be scheduled in advance and with due consideration to the needs of the Center. The scheduling of leave is so important that Public Law 93-181 makes it a prerequisite to the restoration of annual leave which is forfeited when employees are unable to use the leave because of administrative error, illness or exigencies of the public business. The leave which was forfeited must have been scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year. These instances should not normally occur and can be controlled through proper scheduling of leave. Therefore, all supervisors must review internal practices and develop necessary schedules to assure

the effective scheduling of annual leave by and for all employees under their direction. Supervisors, through the chain of command, should bring to the attention of the Deputy Director any possible instances where loss of annual leave may result, so that alternatives can be considered.

(2) In the event of an emergency or other unforeseen situation necessitating an employee's absence, the employee will notify his/her immediate supervisor or the person designated by the supervisor, within the first two hours of the first day of absence unless: (1) he or she is unable to do so because of circumstances beyond his/her control; or (2) he or she is scheduled to instruct classes, participate in a planned meeting, or works in a service type function which operates on a 24 hour basis. In the latter case, the employee will provide notification to his or her supervisor or the person designated by the supervisor to receive such notice, where possible, prior to the commencement of the scheduled activity. In addition, the employee will indicate his or her estimated date of return or contact the supervisor on each successive day of absence thereafter. The employee will explain the nature of the emergency and the decision whether or not to authorize leave rests with the supervisor. In no event will an employee attempt to obtain authorization for leave from another employee of equal or lower grade unless such employee is officially serving as acting supervisor. Upon return from absence because of an emergency, the employee will complete and submit to his/her supervisor a Standard Form 71, Application for Leave. It must not be assumed that the mere reporting of an absence will necessarily result in approval of leave.

c. Sick Leave. Requests for sick leave for medical, dental, or optical examinations or treatment shall be submitted on a Standard Form 71, Application for Leave, to the immediate supervisor and approved in advance of the appointment. Requests for sick leave because of incapacitating illness or injury shall be made, where possible, prior to the commencement of a class the employee is assigned to instruct or prior to the commencement of a work shift that involves work performed on a 24 hour basis. Otherwise, such request shall normally be made not later than two hours after the start of the employee's scheduled work day. In addition, the employee should indicate his or her estimated date of return from sick leave to the supervisor if more than one sick day is anticipated. If a specific return date is not given, the employee should contact the supervisor on each successive day of absence, prior to the commencement of any scheduled activity involving the employee. The same procedures and stipulations outlined in paragraph 4.b.(2) above for emergency situations are also applicable to sick leave requests. For an absence in excess of three workdays, or for a lesser period when determined necessary by a supervisor, the supervisor may require a medical certificate or other administratively acceptable evidence describing the reason for the absence.

d. Compensatory Leave. Compensatory time may not be advanced. Normally, available compensatory time should not exceed an accrual total of 40 hours. Compensatory time must be used before using annual leave, unless the annual leave will be subject to forfeiture. Normally, compensatory time should be used within 12 pay periods or six months after the pay period in which it was earned.

e. Advance Leave. Normally, an employee may use leave only after it has been earned. All requests for advance leave, either annual or sick, shall be submitted in writing, through the appropriate supervisor(s), to the Personnel Officer for recommendation in accordance with applicable regulations. The appropriate Assistant Director will have final approval.

(1) Advance Annual Leave. Annual leave may be advanced in the amount to be accrued during the remainder of the leave year. Supervisors should review each request against the employee's prior record of leave usage, work related considerations and to the extent that the supervisor reasonably believes that the employee will remain in status so as to accrue such leave.

(2) Advance Sick Leave. The maximum sick leave that may be advanced is 240 hours. It is important that each supervisor review each individual request against the employee's total employment record in the Center and prior record of sick leave usage; obtain the medical certificate, which must contain a clear and comprehensive explanation of the nature of the illness or incapacitating disability; and counsel the employee concerning alternatives. Since sick leave which accrues may not be used until the employee has repaid all advance sick leave, an employee should seriously consider whether it is advisable to borrow against the future before applying for advance sick leave. Guidelines regarding review of requests by supervisors prior to submission for approval/disapproval are established as follows:

(a) Advance sick leave requests must be limited to deserving cases of serious disability or ailments.

(b) All available accumulated sick leave to the employee's credit must be exhausted.

(c) Consideration should be given to requiring the employee to use any annual leave which he/she may have accrued.

(d) Leave will not be advanced to an employee when it is known that he/she is contemplating retirement or resignation or when it is anticipated that he/she is to be separated.

(e) A medical certificate is required to substantiate the request and must state the anticipated date of return to duty.

(f) Prior sick leave usage will be reviewed and considered.

(g) When advanced sick leave has been approved, payment for such leave will cease if circumstances warrant termination of the original grant of advance sick leave.

f. Absent Without Leave (AWOL). Any employee who fails to comply with provisions outlined above will be carried as AWOL during his or her absence. Supervisors are hereby instructed to promptly make a written report to the appropriate

Assistant Director or the Director, as applicable, of each instance of AWOL on the part of a subordinate employee. The report will describe fully the circumstances surrounding the absence, specific times and dates of the absence, any discussion held with the employee and all other pertinent facts.

g. Leave Without Pay. Authorizing leave without pay is a matter of administrative discretion. Each request for leave without pay must be in writing to the immediate supervisor. Each supervisor should examine the request to assure that the value to the Government or the serious needs of the employee are sufficient to offset the costs and administrative inconveniences to the Center which result from the retention of an employee in a leave without-pay status. The appropriate Assistant Director will have final approval. Requests for periods of leave without pay exceeding 30 calendar days shall be referred to the Personnel Officer for recommendation in accordance with applicable regulations. Copies of approving documents will be provided to the Personnel Division to initiate appropriate payroll and personnel documentation.

h. Military Leave. A reservist of the Armed Forces or member of the National Guard is entitled to leave of absence from his/her duties, without loss of pay or time. Military leave of absence with pay is limited to a maximum of 15 calendar days during each fiscal year, regardless of the number of training periods in the fiscal year. Non-workdays falling within a period of absence on military training duty are charged against the 15 days. Each request, SF-71, Application for Leave, must have a copy of the military training orders attached.

i. Excused Absence. An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. Except as stated in paragraphs (3) and (7) below, all such leave must be authorized in advance by appropriate supervisors. Excused absence may be granted to an employee for a number of approved reasons as follows:

(1) Registration and Voting. The Personnel Division will assemble and maintain up-to-date information as to voting hours in all political subdivisions in which employees reside, and will make this information available to employees. On the basis of this information, supervisors will determine the amount of administrative excusal to be permitted, and will inform employees of these determinations. As a general rule, where the polls are not open at least three hours either before or after an employee's regular hours of work, he or she may be granted time off for voting to permit him or her to report for work three hours after the polls open, or leave work three hours before the polls close, whichever requires the lesser amount of time off.

(2) Blood Donation. Participation in the Blood Donor Program is strongly encouraged and employees who serve as blood donors will be excused from work without charge to leave for time necessary to donate the blood and for recuperation following blood donation. The maximum excusal time shall be four hours, and will be authorized for the day and time of the donation.

(3) Tardiness and Brief Absence. Brief absence from duty and

tardiness of less than an hour may be excused when reasons appear to be adequate to the supervisor. When the tardiness or absence of less than one hour is not excused by the supervisor, the employee is charged with annual leave or leave without pay at his/her election. In egregious situations or in situations where the employee has a history of unauthorized absence, the employee is charged with AWOL for the exact amount of time he or she is AWOL.

(4) Taking Examinations. Employees will not be required to use leave for the purpose of tests or interviews when such tests or interviews are required under the Center's Merit Promotion Program and the competition is for positions with the Center, or when the examination is related to their present position. In certain cases, administrative leave may be granted for taking state bar or other examinations where it will directly facilitate the accomplishment of the Center's mission. Requests will be approved/disapproved by the appropriate Assistant Director based on the circumstances and justification involved in each individual case. Any absence for other examinations will require the employee to be in an annual leave or; leave without pay status.

(5) Attending Conference or Convention. Employees authorized to attend conferences and conventions related to the programs of the Department of the Treasury are considered to be in a duty status during such attendance. Time, thus spent, is therefore neither charged to leave nor considered excused. Employees may be excused to attend non-program related conferences or conventions when it is determined that the attendance will serve the best interests of the Federal service. Excused absence of this type will be restricted to those situations in which the employee is an official representative of the organization involved or is a contributor on the agenda.

(6) Relocation Purposes. An employee may be excused without charge to leave for a reasonable time (not to exceed a total of 40 hours) to make personal arrangements and to transact personal business directly related to a permanent change of duty station in the best interests of the Government, provided that such business or arrangements cannot be transacted outside of an employee's regular working hours. Examples of administrative leave are the day of receipt of furniture, closing of purchase of home, obtaining a drivers license, opening bank accounts, etc. An employee must apply to his/her supervisor for administrative leave authorized by this paragraph on a SF-71, Application for Leave, stating the purpose for time needed. The leave may be taken after the change in permanent duty station has been approved and, generally, must be completed no later than six months after reporting to duty. However, when relocation of a family residence is involved and the family does not move with the employee at the time of transfer, the leave may be delayed until the end of the school year (if this is an applicable factor), but in no case longer than two years after the date picked up on Center's rolls.

(7) Administrative Dismissals of Employees. It is within the administrative discretion of the Director to close all or part of the Center due to hazardous weather or emergency conditions. Granting administrative leave due to hazardous weather or emergency conditions will be authorized by the Director on an as

needed basis. Employees must be in an actual work status and not any type of leave in order to be excused. There is one exception to the above. When conditions exist within the employee's normal commuting area preventing him/her from reporting to work and evidence is submitted to the supervisor of the fact, consideration may be given to the granting of administrative leave for the period of the condition which prevented the employee from reporting to work.

j. Court Leave. To be granted court leave, an employee must submit to his or her supervisor a true copy of the summons of jury or witness service prior to the beginning date of such service. When an employee is excused from jury service or as a witness for one or more days or for a period of a day that would permit the employee, without undue hardship, to return to duty for as much as two hours during his/her normal workday, the employee will do so or request annual leave from the supervisor. A signed jury service certification or other satisfactory evidence of the employee's attendance at court that shows the date(s) the employee served as either a juror or witness must be presented to the supervisor for inclusion with time and attendance cards.

k. Maternity Leave. Childbirth or complications of pregnancy are temporary disabilities and must be treated for leave purposes in the same manner as any other physical condition which incapacitates the employee for the performance of duty. Periods of absence related to pregnancy and confinement which are not medically certified as due to incapacitation for the performance of duty may not be charged to sick leave; they must be charged to annual leave or to leave without pay if requested by the employee and approved by the supervisor. Final approval of extended periods of leave without pay rests with the appropriate Assistant Director. Procedures outlined in paragraph 4.g. must be followed.

5. GENERAL PROVISIONS. All absences, other than those for travel on official business or training require a submission of a SF-71, Application for Leave. All leave must be requested in advance on a SF-71 and approved by the supervisor prior to use. Emergency annual leave and personal illness are the only exceptions. Upon return from these absences, the employee must complete and submit the SF-71 to the supervisor. Timekeepers must submit the SF-71 with the time and attendance cards to the Financial Operations' Division.

## 6. RESPONSIBILITY

a. Supervisors are responsible for the proper administration of the absence and leave regulations applicable to employees under their jurisdiction.

b. Procedures for recording leave on the Time and Attendance Report are contained in FLETC Directive No. 66-00, General Policies Concerning Employee Time and Attendance.

c. This directive is not intended to be all-inclusive with regard to the use of leave. Circumstances not specifically dealt with in this directive will be considered as they arise, in light of governing regulations and/or policies.

7. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Resource Management.

Charles F. Rinkevich  
Director